

MINIMAL AWARD

4 NOVEMBER 1976

SECRET

☐ UNCLASSIFIED

☐ INTERNAL

☐ CONFIDENTIAL

☐ SECRET

Approved For Release 2001/03/30 : CIA-RDP80-00706A000100100001-4

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY  
SUGGESTION AND ACHIEVEMENT  
AWARDS COMMITTEE  
1001 AMES BUILDING

EXTENSION

NO.

2086

DATE

3 November 1976

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DC/BSD  
5E 56 Hqs.

4 Nov 76

1 - 5: For review and information.

2. C/BSD  
5E 56 Hqs.

11/4

6: Mr. Janney:

3. DD/Pers/SP  
5E 56 Hqs.

4 Nov

Eleven award recommendation cases are attached for your approval. Normally, we accumulate about 20 before sending the book for your review.

4. Exec Asst/OP  
5E 58 Hqs.

4 NOV 76

5. DD/Pers  
5E 58 Hqs.

6. Chairman, SAAC  
5E 58 Hqs.

25X1A

1 NOV 76

However, Director, NPIC has asked if it would be possible to review any pending NPIC cases at this time. Since [redacted] and [redacted] have agreed to go to [redacted] in the near future for presentation of \$7,000 and \$450 awards to [redacted] and [redacted], respectively, John Hicks would like to add any other awards that may be forthcoming soon.

25X1A  
25X1A  
25X1A

25X1A  
25X1A

25X1A

9. EXECUTIVE SECRETARY  
SUGGESTION AND ACHIEVEMENT  
AWARDS COMMITTEE  
1001 AMES BUILDING

11/5/76

10.

11.

12.

13.

14.

15.

Janet - ok to order checks & certificates  
JW

SECRET

EYES ONLY

Approved For Release 2001/03/30 : CIA-RDP80-00706A000100100001-4

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-461: dated 25 February 1975

[REDACTED]  
Layout Stripper  
Directorate of Administration/OL

25X1A

A. Summary of Suggestion

Based upon savings in OL/Printing and Photography Division, the Committee approved a \$395 award on 22 April 1976 (case summary attached). NPIC started using the suggestion on a trial basis. Final evaluation was planned at the end of sufficient use.

B. Evaluation

NPIC decided to formally adopt the suggestion in July 1976. NPIC/Lithographic Services Branch said that the suggestion saves time and is a more accurate system than the old method. LSB produced 7,350 lays from July 1975 through June 1976. Approximately 50% of these would have required register marks. A three-minute savings per lay would result in annual savings of 183 man hours @ \$10.60 per hour - \$1,939.80.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$150 award based on annual savings of \$1,940.

D. Decision of the Chairman

STATINTL

[REDACTED]  
Chairman, Suggestion and Achievement  
Awards Committee

4 Nov 76  
Date

150.-  
Award

Att

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SUGGESTION NO. 75-461: dated 25 February 1975

25X1A

Layout Stripper  
Directorate of Administration/OL/P&PD

A. Summary of Suggestion

1. Background

When imposing negatives prior to plating, it was the OL/P&PD stripper's responsibility to position 3 register marks on one lay of each color if the job is a map or graphic, and on every lay or flat if the job is text. The marks enable the pressman to determine the vertical and horizontal centers of the sheet of paper as it comes off the press. They are his means of determining the position of the image on the paper. Most important, these marks are used to register one printed color to another, often being the only means of register if the work is such that it cannot be registered to itself.

2. Suggestion

A constant gripper mark is used at present; it is burned on the plate by the platemaker. The suggester proposed the incorporation onto this lay of the 3 sheet register marks so that they and the gripper marks are burned onto the plate simultaneously. Thus, the layout man would no longer have to add the 3 register marks to each flat.

B. Evaluations

1. OL/P&PD adopted the suggestion in June 1975. The procedure to prepare each lay or flat to enable burning the gripper mark and the 3 register marks on the plate simultaneously was made independently of other efforts made by P&PD officials over the past year.

2. The improvement does not cause any additional labor in P&PD operations subsequent to the stripping operation and sufficient accuracy has been obtained. The suggestion saves approximately 3 minutes for each lay which requires gripper marks. From November 1974

through October 1975, 28,166 lays were produced in the Offset Photography Branch. Approximately 40% of these, or 11,266, would have required register marks. A 3-minute savings on each would save 563 man-hours annually. The Special Printing Plant estimates savings of 137 man-hours annually. At \$9.78 per hour this represents an annual savings of \$6,848.

3. OTS/GARB has been employing this technique in various ways for at least ten (10) years with excellent results.

4. NPIC is currently using the suggestion for a 2 month trial period and will evaluate results at the end of that time.

C. Recommendations of the Executive Secretary

1. Not line of duty.

2. \$395 award based on annual savings of \$6,848.

3. Obtain NPIC's evaluation in May 1976 and determine if additional award is deserving.

D. Decision of the Committee

\_\_\_\_\_  
✓ Approved                      <sup>18</sup> 395 Award

\_\_\_\_\_  
Disapproved                      4/22/76 Date

**CONFIDENTIAL**

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-187: dated 20 November 1975

[REDACTED] GS-11

Electronic Specialist

Directorate of Administration/OC

25X1A

A. Summary of Suggestion

Attached is a detailed description of the suggester's modification of the BCS-4 (MIL-188C) to provide home copy and mark hold voltage.

B. Evaluation

1. OC said that there are 67 BCS-4's in their inventory. To date 10 have been modified, 4 as a result of this suggestion. OC estimates that an additional 14 will be modified in accordance with the optional modification work order. Thus, a total of 18 units will be modified as a result of the suggester's initiative.

2. OC estimated tangible savings at \$200 per unit or a total of \$3,600 for 18 units. OC rated intangible benefits MODERATE/LIMITED.

C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$255 award based on annual savings of \$3,600 (\$230), plus MODERATE/LIMITED (\$25) intangible benefits.

D. Decision of the Chairman

25X1A

[REDACTED]  
Chairman, Suggestion and Achievement  
Awards Committee

14 Nov 76  
Date

\$255.-  
Award

Att

**CONFIDENTIAL**

E2 IMPDET CL BY 000128

CONFIDENTIAL

SUGGESTION F/U/W MIL 188C BCS-4 TO  
PROVIDE HOME COPY AND MARK HOLD VOLTAGE

Present Modification: MWO 182-1 which describes the 188C modification for the BCS-4 does not provide home copy or a mark hold voltage. 188C modification using the teletype line convertor, TLC-1, will provide home copy but not mark hold voltage.

Proposed Modification: The proposed modification, which is attached, uses one R-45TG per BCS-4 to provide home copy. It also uses a P-12 power supply to provide a constant mark hold on unselected keyboard lines.

Advantages of proposed modification:

Normally four R-45 TG's are required for a 188C modified BCS-4 to provide home copy, one for each line. The proposed change uses only one R-45 TG to produce the same results. This represents a cost saving per BCS-4 cabinet of approximately \$300.

It is estimated that further cost savings are achieved by using a R-45 TG in place of a TLC-1. Since the price of a TLC-1 is not available here, at this time it not possible to determine the actual amount.

Another advantage to the proposed modification is that it takes less time (approximately one hour) to modify a BCS-4, thereby saving manhours. Troubles are also reduced because of the reduction of modification components.

CONFIDENTIAL

F/U/W LBAC 248, 241 (TTYDRAW 4946WD)

Please note the following wired changes.

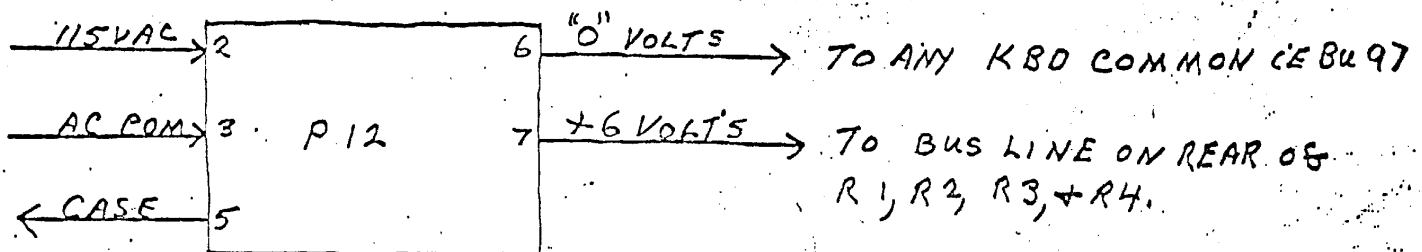
- (1) Move yellow wire to the SMD on BU 105, 111, and BU 117 to BU 104, 110 and BU 116.
- (2) Move blue wire on BU 104, 110 and 116 and move to BU 105, 111, and BU 117. (LESU)
- (3) Move one of the yellow wires on BB6, BF6 and BG6 to BB7, BF7, and BG7. This yellow wire goes to open line relays and must be moved to the + 6 side of the signal. You should now have a green and yellow wire on BB7, BF7 and BG7.
- (4) Signal lines are wired as such (input)  
Common on BU 104, BU 110 and BU 116  
+ 6 signal on BU 103, BU 109, and BU 115  
Output (wired as per MWO 182-1  
Common on BU 97, BU 79, BU 85, BU 91  
+ 6 on BU 98, BU 80, BU 86, BU 92
- (5) The R25T keyer is wired as per MWO 182-1 with the addition of a strap from BU 82 to BU 101. This allows AUX KBD
- (6) The R-45TG  
Input "A" to BU 106; Input "B" to BU 82  
Output to BU 107; Common to BU 116.  
Case to ground  
AC at any convenient source.
- (7) P12 wired as per drawing. On relay R1, R2 and R3 remove green wire strap between level 9 and 11. Apply +6 volts to the contact which is normally closed at level 11. On relay R4 remove green wire strap between level 1 and 3.



-2-

Apply +6 volts to the contact which is normally closed at level 3. A +6 volt bus line may be run to these contact

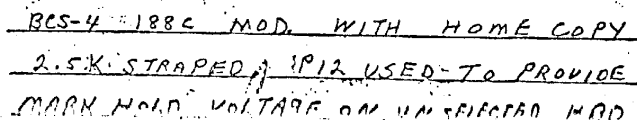
- (8) All relays where mounted in selected convenient points on the LESU
- (9) THE, mark load adjust, R-1, on the KW26 receiver, must be adjusted in the EEW direction. This allows proper + to - change for the R-45TG.



P12 USED TO PROVIDE +6

VOLTS MARK HOLD ON THE

UNSELECTED KBD LINES.



SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-248: dated 13 January 1976  
[REDACTED], GS-13  
Desk Supervisor  
Directorate of Administration/OS

25X1A

A. Summary of Suggestion

1. Background

Office of Security investigative reports submitted by field offices are covered with a face sheet, Form 646, "Report of Investigation", (copy attached). Extra copies of the reports were also covered with Form 646. Form 646 is an internal Office of Security form and is not sent outside OS with the investigative report.

2. Suggestion

Instruct OS field offices to submit an original copy only of Form 646 along with an investigative report, thus saving forms.

B. Evaluation

1. As a result of this suggestion, OS notified all field offices not to prepare face sheets for copies of reports in those cases where copies of reports are required.

2. This suggestion applies to only about 150 reports annually; therefore, savings are minimal. OS recommended a Certificate of Appreciation.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

25X1A

  
Chairman, Suggestion and Achievement  
Awards Committee

4 Nov 76  
Date

Certificate  
Award

Att

## REPORT OF INVESTIGATION

\_\_\_\_\_  
(CATEGORY OF REPORT)

\_\_\_\_\_  
(FIELD OFFICE)

CASE NO.	DATE
PERIOD OF INVESTIGATION	
OFFICE OF ORIGIN	
REPORT MADE BY	
CHARACTER OF CASE	
APPROVED:  _____ SPECIAL AGENT IN CHARGE	

DISTRIBUTION:

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-464: dated 7 June 1976  
[REDACTED], GS-09  
Illustrator/General  
Directorate of Science and  
Technology/NPIC

STATINTL

A. Summary of Suggestion

1. Background

Texts were placed on blue-line layout boards in a piece by piece accumulative manner (page by page). These layout boards were sent to the NPIC Print Shop where negatives were made and forwarded to the stripper. The latter cut, sized, aligned and taped four negatives onto two goldenrod plates (flats) to accommodate the printing press.

2. Suggestion

The suggester proposed the use of a newly designed blue-line board which combines four printed pages into a "print on both side" functional unit. This reduces the cutting, sizing, aligning and taping from four "side by side" negatives to two negatives (samples attached).

B. Evaluation

1. NPIC/Publications Division implemented this proposal in July 1976.

2. Annual savings are \$519.40. NPIC/IEG estimates that 106 reports will be affected by this suggestion during FY 1977. DIA estimated 80 reports. By using production records for earlier published reports, Lithographic Services Branch determined that the average number of pages is thirteen for IEG reports and eight for DIA reports. This new procedure will be used approximately 60% of the time for IEG reports at a

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savings of 20 minutes per report or 35 man-hours @ \$10.60 per hour (\$371 savings) and an average of 50% of the time for DIA reports at a savings of 10 minutes per report or 14 hours @ \$10.60 per hour (\$148.40 savings).

3. Although NPIC/LSB also prints reports for Army, Navy, and IAS, the suggested system is not recommended because they use a different system of layout not compatible to this system. Headquarters is already using a similar system.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$55 award based on annual savings of \$519.

D. Decision of the Chairman

25X1A

  
Chairman, Suggestion and Achievement  
Awards Committee

4 Nov 76  
Date

55.-

Award

Att

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June 1976

## NEW PAGE LAYOUT PROCEDURES

Since there seems to be some confusion as to how to paste up pages on the new blue-line boards prepared by [REDACTED], STATINTL maybe the following will help.

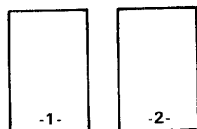
I. The new system works only in multiples of four. You must have four consecutive non-foldout pages to use the new blue line boards.

II. Fold-out pages (both sides, even though the back side may not use the folded-out portion) cannot be incorporated into the new system. Use old blue-line boards for fold-outs, their back sides, and any other loose pages.

III. The examples below illustrate when you can and can't use the new blue-line boards.

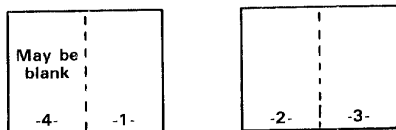
## Examples:

1. 1 or 2 page report



old method only

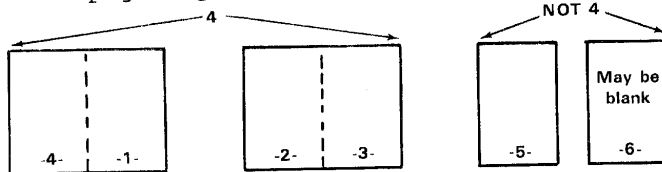
2. 3 or 4 page report



new

new

3. 5 or 6 page report



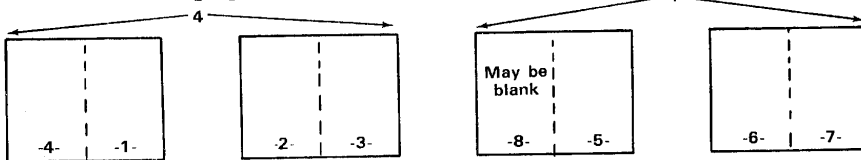
new

new

old

old

4. 7 or 8 page report



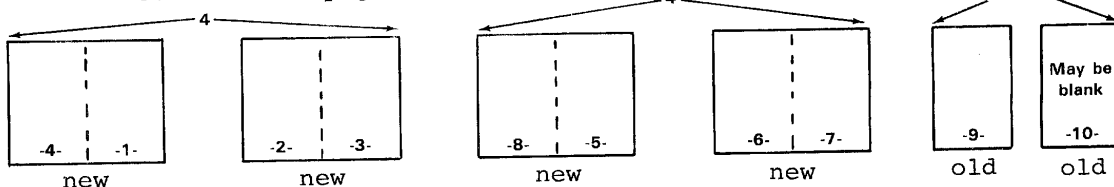
new

new

new

new

5. 9 or 10 page report



new

new

new

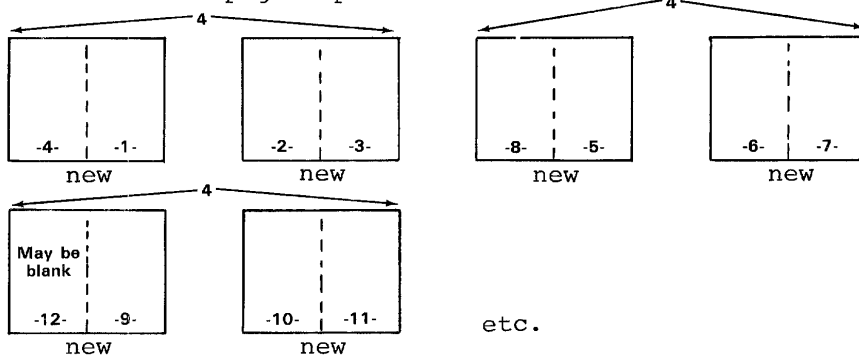
new

old

old

SUBJECT: New Page Layout Procedures -- page 2

6. 11 or 12 page report



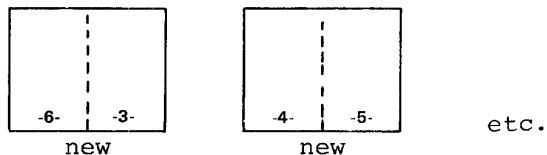
The above concept can be followed indefinitely.

\* \* \* \* \*

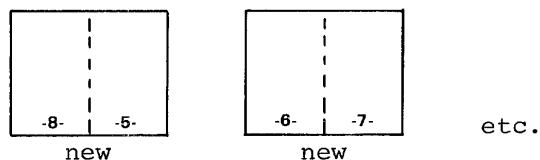
The problems occur when you encounter fold-out pages.

Examples:

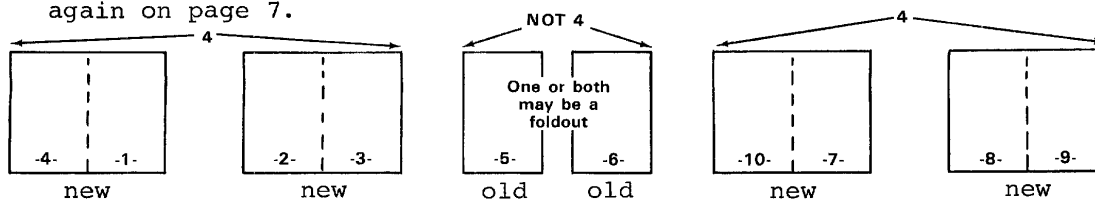
1. If page 1 or 2 is a fold-out, begin your sequence of four on page 3:



2. If page 3 or 4 is a foldout, your sequence of four can't begin before page 5.

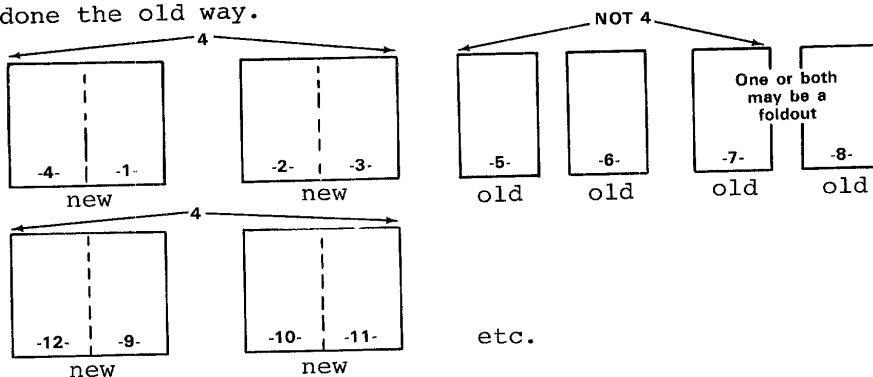


3. If page 5 or 6 is a fold-out, you can use the new system for pages 1-4, use the old method for 5 & 6, and start the new again on page 7.

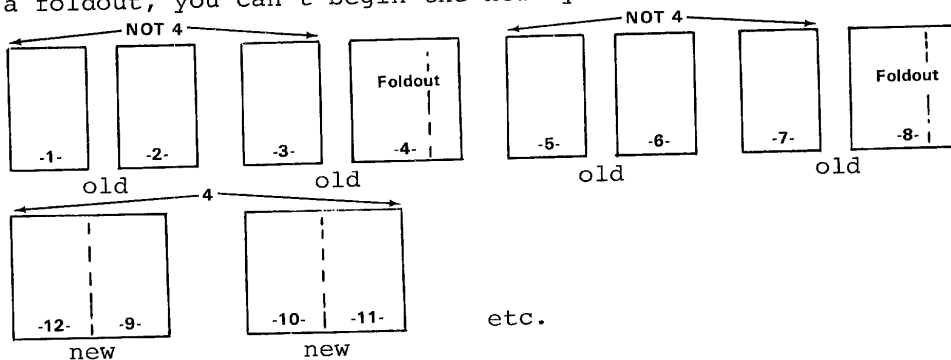


SUBJECT: New Page Layout Procedures -- Page 3

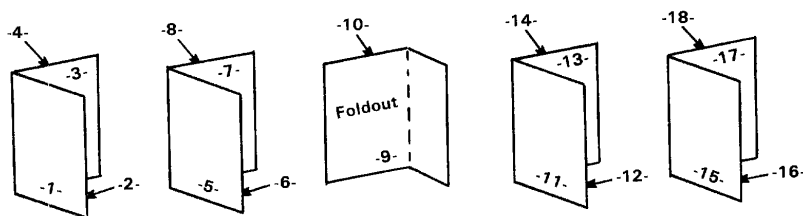
4. If page 7 or 8 is a foldout, pages 5, 6, 7 and 8 must be done the old way.



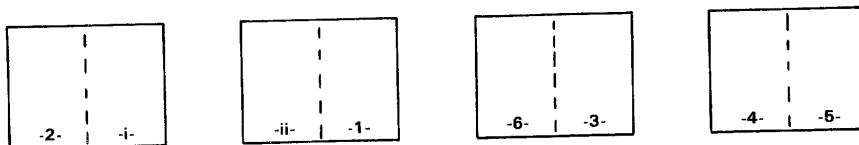
5. If page 3 or 4 is a foldout, and page 7 or 8 is also a foldout, you can't begin the new system before page 9.



6. Remember, you must have 4 pages in a row without a foldout for this new system to apply, and every foldout eliminates at least 2 pages from the system (front and back of the foldout) and maybe 4 pages, depending on where the foldout occurs. It's easier to visualize by making your dummy with the pages folded like the print shop will do when it actually prints the job:



7. One final note. We've used regular page numbers in this exercise to keep it as simple as possible. However, introductory pages (-i-, -ii-, -iii-) should also be included in your calculations:



If this all leaves you thoroughly confused, don't ask me!

STATINTL See [redacted] or call the Print Shop.

Bob

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SUMMARY AND RECOMMENDATIONS FOR THE CHARIMAN

SUGGESTION NO. 76-498: dated 25 June 1976

GS-10

STATINTL

Photogrammetrist  
Directorate of Science and  
Technology/NPIC

A. Summary of Suggestion

1. Background

NPIC/Photogrammetry Division maintains the historical WAC/PIC file for all measurements provided to the photointerpreters. The PI was provided with the original copy of this mensuration documentation and the duplicate (blue copy) was retained by NPIC/PHD. The PI's copy was generally disposed of after its use. The duplicate copy retained by PHD did not reproduce well, if additional copies were needed.

2. Suggestion

Retain the original measurements in PHD and provide the PI with the duplicate copy.

B. Evaluation

1. NPIC implemented the suggestion. According to the NPIC Records Schedule, the originating office should keep original documents created by them as a record copy.

2. Since the suggester did correct a nuisance problem, NPIC recommended a \$25 Advisory Award.

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C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$25 Advisory Award.

D. Decision of the Chairman

25X1A

  
Chairman, Suggestion and Achievement  
Awards Committee

4 Nov 76  
Date

25.-  
Award

ADMINISTRATIVE INTERNAL USE ONLY

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25X1A SUGGESTION NO. 77-19: dated 20 July 1976  
[REDACTED] 04, GS-05  
Security Escorts  
Directorate of Administration/OS

A. Summary of Suggestion

1. Background

Uncleared contractors performing work within Headquarters Building fill out Form 604a stating their name, address, etc. The escort then signs the form assuming responsibility and escorts the contractor to the work area.

2. Suggestion

At the time the contractor signs Form 604a, he provide the Guard and/or escort with identification and the contracted area of work location. This procedure would eliminate the possibility of falsification of identification, and keep areas of contract identified.

B. Evaluation

1. OS said that as a result of this suggestion an FPO Instruction was issued on 26 October 1976 (copy attached) informing guards that they are to request an individual contractor to identify himself by appropriate identification before entering Agency buildings.

2. OS commented that security escort personnel are normally alerted to the need for an escort by Logistics personnel and are informed of the number of contractor employees to expect, when to expect them, and where the work is to be performed. It is not reasonable to expect contractor personnel to know where the work is to be

performed since it is not infrequent that such people are reporting to Headquarters for the first time.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$50 award, equally shared (MODERATE/LIMITED).

D. Decision of the Chairman

25X1A

Chairman,  Achievement  
Awards Committee

4 Nov 76  
Date

50.-  
Award

Att

26 October 1976

FPO INSTRUCTION

LOCATION: All Posts

SUBJECT : Admittance of Contractor Personnel

1. Effective immediately all contractor personnel are required to identify themselves with an appropriate means of identification (e.g. driver's license, company identification, union card) prior to the issuing of the Form 604 and the Escort Required badge.

2. When a contractor is on a long term job and reports on a daily basis, it is not necessary to check his identification every day if the contractor is positively known to the FPO on duty. Otherwise, the FPO will follow the procedure outlined in paragraph #1 without exception.

3. Questions concerning this matter should be directed to the Security Duty Office on extension 6161.

25X1A

  
Chief, Headquarters Security Branch



**CONFIDENTIAL**

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-35: dated 19 July 1976  
[REDACTED], GS-10  
Telecommunications Specialist  
Directorate of Administration/OC

25X1A

A. Summary of Suggestion

1. Background

Under the MAX-III programming an error 09 printout was received at the high speed printer, and no action taken or retransmission made, if the message being serviced by the tributary station was: a legitimate automatic switch busted message, a channel check, a Circuit Status Request (CSR) from the Tributary Station, an EJ message (refaze request from the automatic switch), a QRT (stop transmission request from the automatic switch), a QRV (we are ready for traffic message from the automatic switch), or a ZKJ1 (a close down message from the automatic switch to a Tributary Station. No action was taken by the message control operator on these error printouts because it was apparent to him through alarm printouts to the message control printer or log printouts to the log printer if the Tributary Station had not taken the necessary action.

Eliminate error 09 printouts to the high speed printer. Since no action is taken when an error 09 printout is received, its elimination precludes the possibility of an operator misreading a valid error code printout and taking no action on it.

B. Evaluation

1. OC adopted this suggestion in September 1976 (copy of implementing instructions attached).

**CONFIDENTIAL**

CONFIDENTIAL

2. Tangible Savings:

Man-Hours

MAX sites 1 hr. per  
week (GS-09) \$7.50  
per hour

Four ARS sites -  
.5 hour per week

Total 1.5 hours x  
52 weeks x \$7.50  
per hour

\$ 585.00

Computer Paper

MAX sites - 25 boxes  
per year @ \$13.75  
per box

ARS sites - 12  
boxes per year @  
\$13.75 per box

Total - 37 boxes x  
\$13.75

508.75

TOTAL ANNUAL SAVINGS \$1,093.75

OC rated intangible benefits MODERATE/EXTENDED.

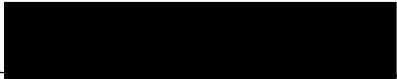
C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$275 award based on annual savings of \$1,094  
(\$205), plus MODERATE/EXTENDED (\$70) intangible benefits.

D. Decision of the Chairman

25X1A

  
Chairman, Suggestion and Achievement  
Awards Committee

4 Nov 76  
Date

275.-  
Award

Att

CONFIDENTIAL

**DISPATCH**

CLASSIFICATION

IN FIELD

Approved For Release 2001/03/30 : CIA-RDP80-00706A000100100001-4

ORIGINATOR'S REQUEST FOR HQS. PROCESSING

CONFIDENTIAL

INDEXING REQUESTED

NO INDEXING

APERTURE CARD REQUESTED

FROM

Director of Communications

SUBJECT

MAX Program Modification

ACTION REQUIRED - REFERENCES

1. When an outstation requests a retransmission from a MAX switch, the retrieval program will read from secondary storage (disc files) until the requested message is found. If it is determined that the requested message was a non-retrievable switch generated message or the message was terminated with a "bust ender" sequence, then the request is flagged with an Error-09 indication and is sent to the high-speed printer for operator perusal.

2. It has been determined that no operator action is required on messages that are flagged with the Error-09 indication. Therefore, as the result of a suggestion, it has been decided to inhibit the transmission of this type of request to the high-speed printer. This suggestion will result in cost savings in man-hours and paper.

3. To implement this modification, the following change should be made in all MAX switches:

MAX-1A 007

MAX TWO 015

MAX III 032

\$REPL 32539

32733

32494

B RT1000

BR TO HOUSEKEEPING

4. The above change has been tested in a pseudo on-line mode of operation and may be implemented upon receipt.

25X1A

Distribution:

- 2 - Chief,
- 2 - Chief,
- 3 - Chief,
- 3 - Chief,

25X1A

CROSS REFERENCE TO

DISPATCH SYMBOL AND NUMBER

DATE

OCE-76-0370

20 SEP 1976

CLASSIFICATION

HQS FILE NUMBER

CONFIDENTIAL

E2 IMPDET CL BY 006162

ORIGINATING

OFFICE

OFFICE

OC-E/SED/SYB/SSS

25X1A

EXT.

0835

COORDINATING

OFFICE SYMBOL

DATE

OFFICER'S NAME

OC-E

28 SEP 1976

OC-O/SOD

28 SEP 1976

OC-CS

28 Sep 1976

OFFICE SYMBOL

DATE

OC-O

9/30/76

25X1A

FORM 7-74

53 USE PREVIOUS EDITION.

(40)

**DISPATCH**

Approved For Release 2001/03/30 : CIA-RDP80-00706A000100100001-4

**ADMINISTRATIVE INTERNAL USE ONLY**

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-51: dated 10 August 1976  
STATINTL [REDACTED], WG-11 (GS-10 equiv.)  
General Mechanic  
Directorate of Administration/OL

A. Summary of Suggestion

1. Background

The sawing and nailing machines in Packing and Crating Section/ Central Depot lacked ON-OFF indicator lights.

2. Suggestion

The suggester installed a 220 volt red pilot light on each of the sawing and nailing machines of OL/CD/P&CS (photos attached). The light indicates whether the machines are ON or OFF.

B. Evaluation

1. OL said that the lights were installed on 12 saw, air nailer and carton making machines at no cost. The suggester obtained the needed parts from salvage. In an industrial area where saws, air nailers, carton making machines and material handling equipment are in constant motion, the noise can easily distract a person from what is really happening. With the installation of the warning lights, an employee can now see that a saw is on, thus alerting him to the danger which may exist. OL rated intangible benefits MODERATE/EXTENDED.

**ADMINISTRATIVE INTERNAL USE ONLY**

**ADMINISTRATIVE INTERNAL USE ONLY**


2. Safety Branch examined the improvement and said it is of value to personnel working in the area because they are wearing ear protection devices and cannot hear the machinery running. The light is a warning not a prevention. If it were a prevention, the value would be substantial. Safety rated intangible benefits at MODERATE/EXTENDED.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$100 award (MODERATE/EXTENDED).

D. Decision of the Chairman

STATINTL

  
Chairman, Suggestion and Achievement  
Awards Committee

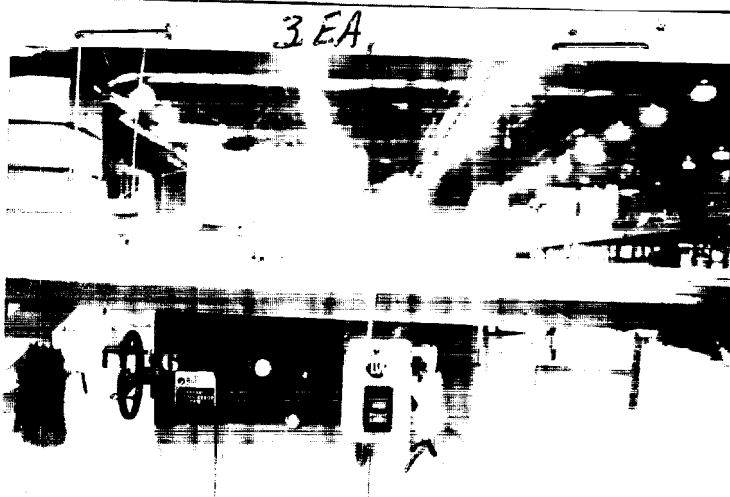
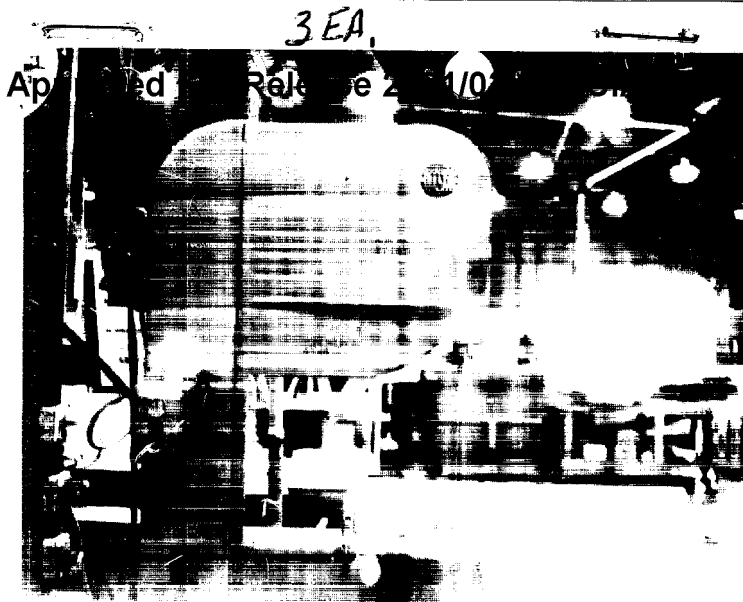
4 Nov 76

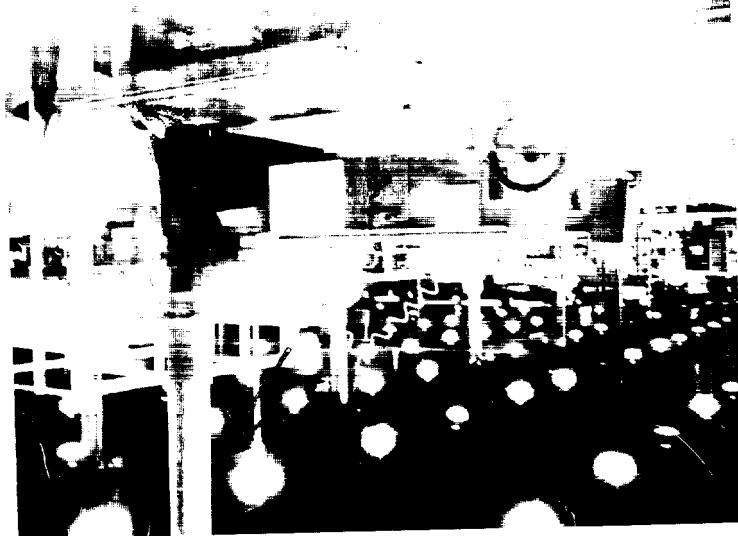
Date

100.-  
Award

Atts

**ADMINISTRATIVE INTERNAL USE ONLY**





SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-69: dated 20 August 1976  
[REDACTED], GS-07  
Library Assistant  
Directorate of Science and  
Technology/NPIC

25X1A

A. Summary of Suggestion

Print lines on both sides of 5x8 index cards, thus increasing the life of index cards.

B. Evaluation

1. NPIC said that most offices within the Center do not use an extensive index card filing system. NPIC/Logistics Branch was queried regarding buying a supply of two-sided lined cards. They indicated that this is not a GSA stock item and they have had no requests for a special order. It was found easier and less expensive to have NPIC/Lithographic Services Branch print the cards for the suggester's use in the NPIC Library. A years supply of two-sided cards cost \$7.29.

2. Savings are only \$66 annually -- much lower than the \$250 minimum needed to qualify for a cash award. NPIC recommended a Certificate of Appreciation.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

25X1A

[REDACTED]  
Chairman, Suggestion and Achievement  
Awards Committee

5 Nov 76  
Date

Certificate  
Award



SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-120: dated 24 September 1976  
[REDACTED] GS-06  
Information Control Assistant  
Directorate of Science and Technology/  
NPIC

25X1A

A. Summary of Suggestion

1. Background

25X1A

[REDACTED] employees recently received an NPIC Instruction on "Reallocation of [REDACTED] Parking" and were asked to fill out car pool forms. No consideration was given to the flex-time schedule of personnel who parked in the two and three car multiple spaces.

25X1A

2. Suggestion

Give consideration to employees on flex-time when assigning multiple parking spaces within a single lane.

B. Evaluation

1. NPIC Security Branch had already distributed the car pool forms prior to this suggestion. However, when NPIC Security received this simple proposal for evaluation they called individuals to find out their flex-time schedules. NPIC management then implemented this suggestion in assigning multiple car spaces. This suggestion affects 92 multiple parking spaces (218 cars) out of a total of 409 parking spaces as illustrated on the attached [REDACTED] Parking Lot sketch.

25X1A

25X1A 2. This more convenient system benefits all tenants of [REDACTED]  
The suggestion alleviates office disruptions caused by people moving their cars for those leaving on earlier shifts. NPIC recommended a \$75 award based on MODERATE/EXTENDED intangible benefits.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$75 award (MODERATE/EXTENDED).

D. Decision of the Chairman

25X1A

[REDACTED]  
Chairman, Suggestion and Achievement  
Awards Committee

4 Nov 76  
Date

75.-  
Award

Att

ATTACHMENT TO SUGGESTION NO. 77-120

STATINTL

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**SECRET**  
**EYES ONLY**

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

INVENTION NO. 72-209: dated 7 July 1971  
[REDACTED], SPS-4  
Acting Chief, Applied Physics Branch  
(Now Acting Director/ORD)  
[REDACTED], GS-15  
Deputy Chief, Applied Physics Branch  
Directorate of Science and Technology/  
ORD

25X1A

25X1A

A. Summary of Invention

Case summary, attached, approving a \$50 disclosure award for the invention on 6 December 1972.

B. Additional Information

1. The inventors informed the Committee in October 1973 that the invention could not be written up for potential Agency application because it is too sensitive and would not be in accordance with current national policy.

2. According to [REDACTED] attached, [REDACTED] are entitled to a \$100 award at this time for the issuance of a "Notice of Allowability" by the U. S. Patent Office (attached) for Serial No. 365,093 and a \$50 disclosure award and \$100 "Notice of Allowability" award for Serial No. 160,509.

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25X1A

C. Recommendation of Executive Secretary

\$250 Notice of Allowability and disclosure awards, equally shared.


**SECRET**  
**EYES ONLY**

E2 IMPDET CL BY 000129

**SECRET**  
**EYES ONLY**

D. Decision of the Chairman

25X1A

  
Chairman, Suggestion and Achievement  
Awards Committee

4 Nov 76  
Date

250. -  
Award

Atts

**SECRET**  
**EYES ONLY**

**STATINTL**

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DATE 2/10/76



**U.S. DEPARTMENT OF COMMERCE  
Patent Office**

Address Only: COMMISSIONER OF PATENTS  
Washington, D.C. 20231

Paper No. 12

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MAILED

JAN 2 1975

GROUP 220

In Reply Please Refer To The Following:		
EXAMINER'S NAME S. C. Bentley		
221	07-07-71	[REDACTED]
GR. ART UNIT	FILING DATE	SERIAL NO.
[REDACTED]	et al	
APPLICANT		INVENTION
[REDACTED]		

STATINTL

STATINTL

This is a communication from the Examiner  
in charge of your application.

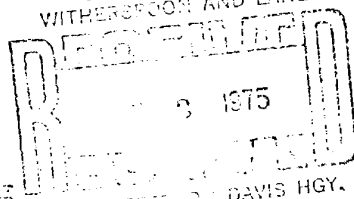
Commissioner of Patents

**NOTICE OF ALLOWABILITY (FORM D-10)**

This application is now in condition for allowance, and the prosecution is closed. However, in view of the secrecy order issued May 18, 1972, under 35 U.S.C. (1952) 181, this application will be withheld from issue during such period as the national interest requires.

The allowable claims are: claims 5-17 and 27.

LAW OFFICES OF  
WITHERSPOON AND LANE



SCBentley/r13  
703-557-2895

1911 JEFFERSON DAVIS HWY.  
ARLINGTON, VA. 22202

STEPHEN C BENTLEY  
EXAMINER  
GROUP ART UNIT 221





Patent Office

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Washington, D.C. 20231

Paper No. 8

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AUG 8 1975

GROUP 220

In Reply Please Refer To The Following:		
EXAMINER'S NAME		
G.E. Montone		
222	05-21-73	
GR. ART UNIT	FILING DATE	SERIAL NO.
STATINTL		
[REDACTED], et al		
APPLICANT		INVENTION
[REDACTED]		

This is a communication from the Examiner  
in charge of your application.

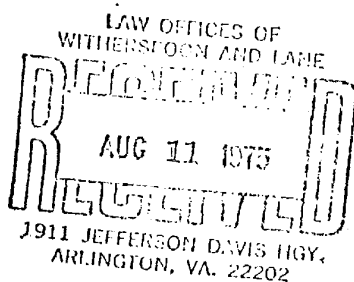
Commissioner of Patents

### NOTICE OF ALLOWABILITY (FORM D-10)

This application is now in condition for allowance, and the prosecution is closed. However in view of the secrecy order issued May 28, 1975, under 35 U.S.C. (1952) 181, this application will be withheld from issue during such period as the national interest requires.

The allowable claims are: claims 25, 29, 30 and 32 to 38.

GMontone/rlg  
703-557-2897



MAYNARD R. WILBUR  
EXAMINER  
GROUP ART UNIT 220  
EXAMINER

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Washington, D.C. 20231

Paper No. 8

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AUG 8 1975

GROUP 220

This is a communication from the Examiner  
in charge of your application.

Commissioner of Patents

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